

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

PLANS EXAMINER

Purpose:

To actively support and uphold the City's stated mission and values. To perform professional plans examination work to ensure compliance with building, mechanical, electrical and plumbing codes, and zoning ordinance.

Supervision Received and Exercised:

Receives general supervision from the Plan Check Manager or from other supervisory or management staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Examine plans and specifications for single and multi-family dwellings to determine compliance with the provisions of the City's building, mechanical, electrical and plumbing codes, and zoning ordinance.
- Identify defects or inadequacies; prepare plan check correction reports and require that corrections be made to meet the requirements of pertinent City codes.
- Approve plans that comply; approve permits for construction.
- Examine plans for residential swimming pools, patio covers and decks; accept plans and issue permits.
- Process and issue zoning permits for trailers and mobile homes.
- Respond to questions and advise architects, inspectors, engineers and the public regarding all codes and zoning ordinance; may advise building inspectors of unusual design, construction, or installations.

CITY OF TEMPE

Plans Examiner (continued)

- Review specifications and other exhibits for compliance with acceptance criteria; accept eligible submittals for the plan review process.
- Classify and log new projects for plan check; create plan check, project and site data files on automated permit system; enter permit data into the system; revise data as project status and details change.
- Identify expired plan check files requiring notification.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of building construction experience as it relates to plan review, inspection, construction or project management relating to single and multi-family dwellings.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil, structural, mechanical or electrical engineering or a related field.

Licenses/Certifications:

May require the possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 7150

Salary Range: 32

Compensation Plan: P40 / Regular

FLSA: Exempt